MarineNet Learning Management System (LMS)
Training Manager's Guide

March 2003

Distance Learning Center (DLC)
Training & Education Command (TECOM)
United States Marine Corps

Revision History

Date	Version	Description	Author
8-28-2002	1.0	First Draft	MITRE
10-30-2002	1.1	Second draft	MITRE
03-10-2003	1.2	Third draft	MITRE

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1. Introduction

The MarineNet Learning Management System provides a suite of utilities to help system users perform various training management functions. The Training Manager role is intended to describe functionality for unit Training Officers, unit Training Non-commissioned Officers (NCOs) or organizational training managers who are responsible for managing the training progress of students in their respective reporting unit or organization.

2. Training Manager (TM) Privileges

When a Training Manager (TM) logs in to MarineNet, the first screen displayed is the MarineNet homepage. An administrative drop down box is available at the bottom center of the screen.

Figure 1. MarineNet Home Page

This guide will show a TM how to accomplish the following:

- Account Unlocking
- Bulk Enrollment
- Enrollment Management
- Proctor Password Search
- Web Reporting

A TM will have access these items from the Administration drop down box based upon their role assignment. To see what role is assigned, select Account Information from the left menu. Figure 2 identifies the Account Type as a Training Manager.

Figure 2. Account Information

From the Account Information screen, a TM can also change their password, change their first name, and set an e-mail address.

Help is also accessible from the left menu. Help focuses on providing help for basic student functions and does not provide information on System Administrator or Training Manager specific functions.

3. TM Account Unlocking

DESCRIPTION:

TMs have the ability to unlock user accounts from MarineNet. TMs can only unlock user accounts if the student is in the same unit/organization (RUC/?MCC) as the TM. The account unlock capability can be selected from the Administrator Pull-down list located at the bottom of the MarineNet homepage. The TM has the ability to search for user accounts from their unit by SSN or last name and unlock the account.

PROCESS STEPS:

Training Managers are able to unlock the user accounts (within their unit) from within MarineNet. TM will search the user account from their unit or organization either by SSN or last name and unlock the account.
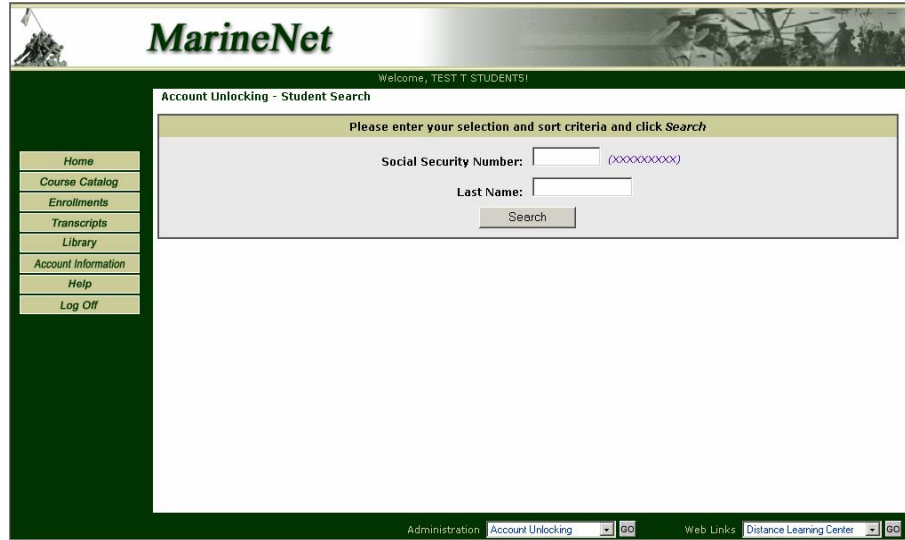
Following are the steps required to unlock the user account:

- Login as TM to MarineNet
- Select "Account Unlocking" from the Administrator Pull-down list (see Figure 3) :

Figure 3. Select "Account Unlocking"

- Click on "Go" button next to the Administrator Pull-down list.
- Search screen will be displayed with the following criteria
    - o Social Security Number
    - o Last Name
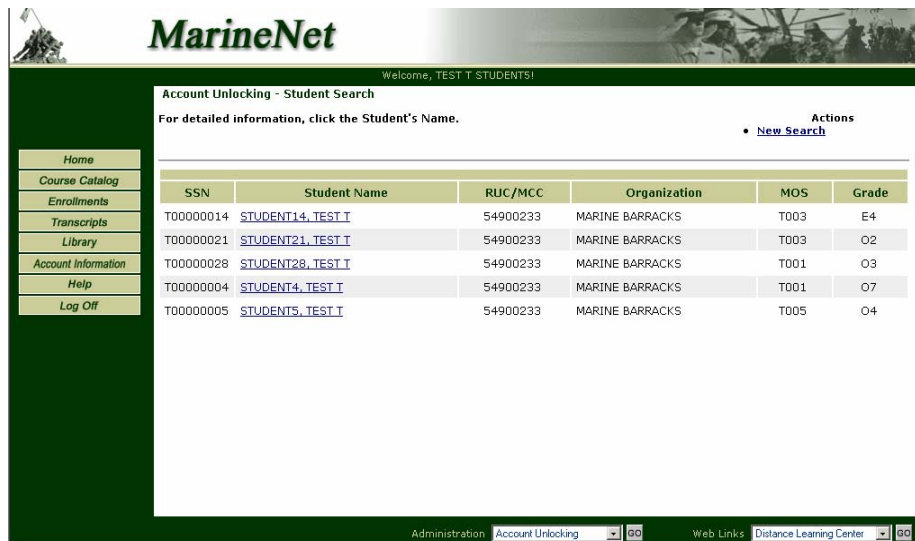
Figure 4. Search Screen

- SSN will be displayed as a masked field.
- Enter the required criteria and click on the "Search" button.
- If there are no search criteria, search will display all the students' information.
- Search criteria provided will be case insensitive.
- Search will result in list of user accounts from their unit that fulfill the criteria (see Figure 5) :

Figure 5. List of User Accounts

- For detailed information on any user, click on the student's name hyperlink.
- Account unlock information screen will be displayed with the following details (see Figure 6) :
  - o Student ID
  - o Last Name
  - o Middle Initial
  - o First Name
  - o Social Security Number
  - o Grade
  - o Service Component
  - o Lock Status
  - o RUC/MUC
  - o E-mail
  - o Date of Birth
  - o Rank

Figure 6. Account Unlock Information

- Only Lock status and E-mail can be changed from the Account Lock Information screen; the TM cannot change any other details.
- After changing the Account Lock Status, click on the "Update" button. Account Lock Status Information will be saved to the database and the account is unlocked.
- Click on "Return to Student Search" hyperlink to navigate to user account search results screen.

4. TM Bulk Enrollment

DESCRIPTION:

Training Managers have the ability to bulk enroll multiple students in multiple courses from within the MarineNet system. TMs can only bulk-enroll students who are assigned to their unit or RUC. TMs may access this function from the Administrative Pull-down list located at the bottom of the MarineNet homepage.

PROCESS STEPS:

To access Bulk Enrollment area, the TM must log into MarineNet, select "Bulk Enrollment" option from the "Administration" pull-down list and click the "Go" button next to the Administrator Pull-down list.
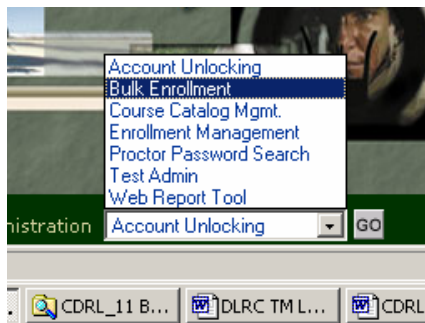

Figure 7 - Administration Pull-Down

4.1 "Bulk Enrollment – Student Search"

Search screen is displayed with the following filtering criteria (see Fig 8):
- o SSN
- o Last Name
- o RUC/MCC
- o MOS
- o Location

The sorting capabilities will be available by displaying the following "Sort Order" radio buttons:
- o SSN (default)
- o Last Name
- o RUC/MCC
- o MOS
- o Organization

Figure 8. Student Search Screen

To perform student search, the TM enters the required search criteria and clicks the "Search" button. The following validations will be performed by the system:

Validation Field	Error Condition	Warning/ Message/Instruction
"All students from" RUC/MCC checked	no data in RUC/MCC text field	You have selected All Students from unspecified RUC/MCC. Please enter search criteria in RUC/MCC text field
"All students from" MOS checked	no data in MOS text field	You have selected All Students from unspecified MOS. Please enter search criteria in MOS text field
"All students from" Organization checked	no data in Organization text field	You have selected All Students from unspecified Organization. Please enter search criteria in Location text field
"All students from" RUC/MCC checked	data in RUC/MCC text field does not match any dB values.	The RUC/MCC you entered was not found
"All students from" MOS checked	data in MOS text field does not match any dB values.	The MOS you entered was not found
"All students from" Organization checked	data in Organization text field does not match any dB values.	The Organization you entered was not found
"All students from" RUC/MCC checked	search results return more than one RUC/MCC	There is more than one RUC/MCC Starting with "_". Please narrow your search.
"All students from" MOS checked	search results return more than one MOS	There is more than one MOS Starting with "_". Please narrow your search.
"All students from" Organization checked	search results return more than one Organization	There is more than one Organization Starting with "_". Please narrow your search.
any of "All students from" checkbox is checked	search criteria are entered in SSN and/or Last Name text field(s)	Search on SSN and/or Last Name criteria cannot be performed if any "All students from" checkboxes are checked

4.2 "Bulk Enrollment – Student Search Results" – Individual Students (*No "All students from" checkboxes were checked in step 4.1*)

Search results are displayed in form of table that has the following fields:
- Select (checkbox)
- Social Security Number
- Student Name
- RUC/MCC
- MOS
- Organization

In some cases it could be cumbersome for the TM to select all students **on the page** by clicking each checkbox. For this reason, enhanced search results are provided (see Figure 9 below). In the first column header two hyperlinks are displayed: "**Select All**" and "**Deselect All**".

Select All Deselect All	SSN	Student Name	RUC/MCC	MOS	Organization
☐	T00000004	STUDENT4, TEST T	54900233	T001	MARINE BARRACKS
☐	T00000005	STUDENT5, TEST T	54900233	T005	MARINE BARRACKS
☐	T00000014	STUDENT14, TEST T	54900233	T003	MARINE BARRACKS
☐	T00000021	STUDENT21, TEST T	54900233	T003	MARINE BARRACKS
☐	T00000028	STUDENT28, TEST T	54900233	T001	MARINE BARRACKS

Figure 9. Search Results for Bulk Enrollment

Message "***To select Student for bulk enrollment, click the checkbox next to Social Security Number"*** is displayed above the results table. The TM can select Student to be enrolled by checking the checkbox in the first column of search results table.

4.3 "Bulk Enrollment – Student Search Results" – Group Selection (*"All students from" checkboxes were checked in step 2.1)*

If the TM has checked any of "All students from" checkboxes on the Search form page and entered the valid data in the appropriate text field(s), a message is displayed informing the TM of how many students were retrieved in this search.

In Figure 10 below the TM has checked "All students from" RUC/MCC checkbox and entered "000111JA" (matching RUC/MCC) in RUC/MCC text field:

Figure 10. Search Criteria Entered

Search results returned 207 students. Message "***Search results have returned 207 Students for RUC/MCC 000111JA (MAG-11 3D MAW FMFPAC)***" shows number of student returned, RUC/MCC and organization name:

IMPORTANT: For search results in scenarios when any of "All students from" checkboxes were checked, no actual Student information will be displayed. Presented in Figure 11 below is an example for this scenario:

Figure 11. MarineNet Screen UI for "All students from"

4.4 "Bulk Enrollment – Student Search Results" - Actions and Navigation

The following Actions will be displayed on the right side of every search results page:

1) **New Search**.
    This action takes the TM back to "Student Search" screen (see Figure 8) – all the list of selected students to enroll will be discarded and the

new search will be performed. JavaScript warning will be displayed.

2) **Additional Search**.
   This action takes the TM back to "Student Search" screen (see Figure 8) – however, in this case, selected list of students to enroll will **NOT** be discarded and after performing the new search, the TM will be able to add more students to already selected ones.

3) **Students to Enroll**.
   If the TM has not selected any students to enroll and clicks this Action, JavaScript alert is displayed that says *"Please select Students for Bulk Enrollment by checking boxes next to Student's SSN".*

   If the TM has selected one or more students to enroll in previous steps, next screen "Students to Enroll" is displayed that contains the list of groups and individual students selected for bulk enrollment:

Figure 12. Bulk Enrollment - Students to Enroll

The TM has capability to view the list of individual students selected for bulk enrollment and also to make modifications to this list by clicking displayed checkboxes to deselect/select students from the list.

When finished viewing/modifying the list of selected students, the TM can click any of displayed Actions hyperlinks. If the TM has made any changes, they will be automatically applied.

4) **Select Course**.
   This Action must be used after the TM has finished selecting student to

be enrolled. If no students were selected and this Action hyperlink is clicked, Error message is displayed that says *"Please select Students for Bulk Enrollment by checking boxes next to Student's SSN"*.

If the students were selected in previous steps and the TM clicks this Action, the following warning alert will be displayed *"You are about to search Course Catalog to enroll selected student. Student Search will no longer be available. Click [OK] to go to Course Catalog or [Cancel] to continue Student Search"*. If the TM clicks "Cancel" button, the TM can proceed with Student Search. If the TM clicks "OK" button, the Course Catalog page will be displayed.

4.5 "Bulk Enrollment – Course Search"

When the TM has finished with selecting students to be enrolled, the TM clicks Action hyperlink "Course Search".

"Bulk Enrollment - Course Search" page has the same user interface as the existing MarineNet "Course Catalog" Search page.

Figure 13. "Bulk Enrollment - Course Catalog" Search screen

Search screen is displayed with the following filtering criteria:
- Course Code
- Course Title (embedded criterion)
- Course Type
- MOS
- Display ACE Accredited Courses Only (checkbox)

Course search has exactly the same functionality as in the current version of MarineNet LMS - the TM enters the required search criteria and clicks the "Search" button. No validation is provided.

4.6 "Bulk Enrollment – Course Search Results"

When the TM clicks the "Search" button, Course search results screen displays list of active courses in form of table that has the following fields:

- Select column (radio button)
- Course Code
- Course Title
- Course Type

Sort Order:	● Course Code	○ Course Title	○ Course Type	GO
Course Code	**Course Title**		**Course Type**	
○ 004AP	PLRS CAPABILITIES AND EMPLOYMENT		Paper	
○ 0051AO	STATUS OF RESOURCES AND TRAINING SYSTEM(SORTS) (WEB)		Web	

Figure 14. Search Results

Message "*To select Course for bulk enrollment, select the radio button next to Course Code"* is displayed above the results table. The TM can select only one Course to be enrolled in by checking the radio button in the first column of search results table.

The capability is provided to do the new Course search(es) after successful enrollment with subsequent enrollment(s) of the same students in different course(s). (*Example: Enroll all students from RUC/MCC "A" in Course "B" and then select a new Course "C" and enroll the same student in Course "C" bypassing the Student search step.*)
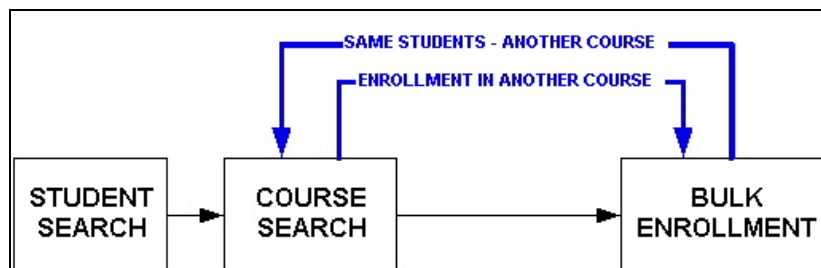
Figure 15. User Flow for Multiple Enrollments

Some courses that are unavailable for enrollment (DL Formal curriculums) are also displayed on the Course Catalog search result page, however radio buttons next to them are not provided, so the TM won't be able to select them for Bulk Enrollment.

Once the Course is selected, an Action hyperlink "Continue Bulk Enrollment" will be activated. If the Course is not selected, clicking on this hyperlink will display message "***Please select Course first.***"

4.7 "Bulk Enrollment - Final Confirmation Page"

If the Course is selected and the TM clicks the Action hyperlink "Continue Bulk Enrollment" a Final Confirmation page is displayed showing the course info and the student search criteria as well as the number of users resulted from the search.
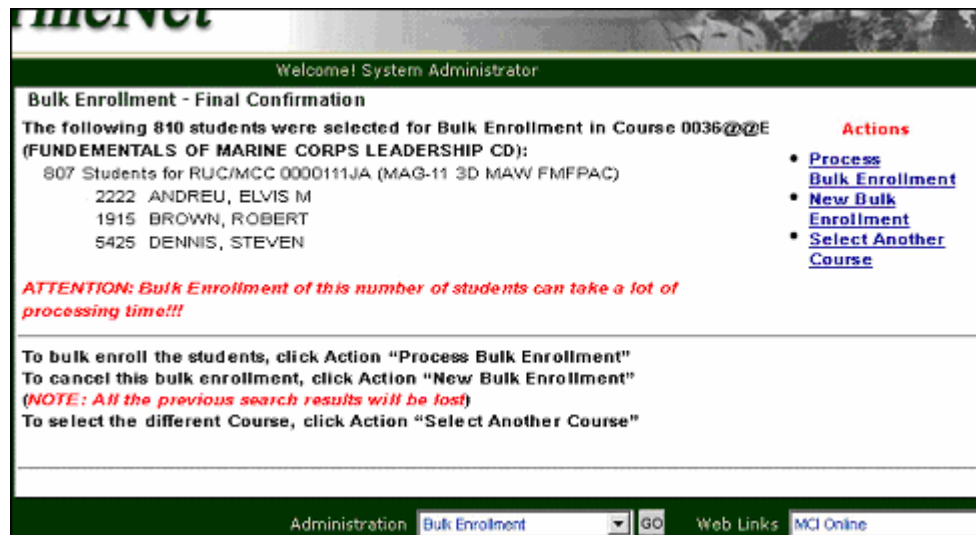

Figure 16. Final Confirmation Page for Bulk Enrollment

The following Actions will be displayed on the right side of the Final Confirmation page (see Figure 16 above):

1) **Process Bulk Enrollment**.
   This action takes the TM forward to the Enrollment Step 3.8 - broker screen (see Figure 17) will be displayed and the actual Bulk Enrollment will be performed.
2) **New Bulk Enrollment**.
   This action takes the TM back to "Student Search" screen (see Figure 8):
   - all the selected students to enroll will be discarded
   - previously selected Course to enroll to will be discarded
   - new Student search for the new Bulk Enrollment could be performed.
   - JavaScript warning will be displayed.

3) **Select Another Course**.
   This action takes the TM back to "Course Catalog" page (see Figure 13):
   - previously selected Course to enroll to will be discarded
   - selected students to enroll are the same
   - new Course search can be performed.
   - JavaScript warning will be displayed.

   The appropriate warning will be displayed if the number of selected students is more than 100.

4.8 "Enrollment"

When the TM clicks Action hyperlink "Process Bulk Enrollment" from the Final Confirmation page, actual bulk enrollment takes place. Process is performed in the background and can take some time. To ensure that the TM is notified, the so-called "broker" (processing request) screen is displayed:
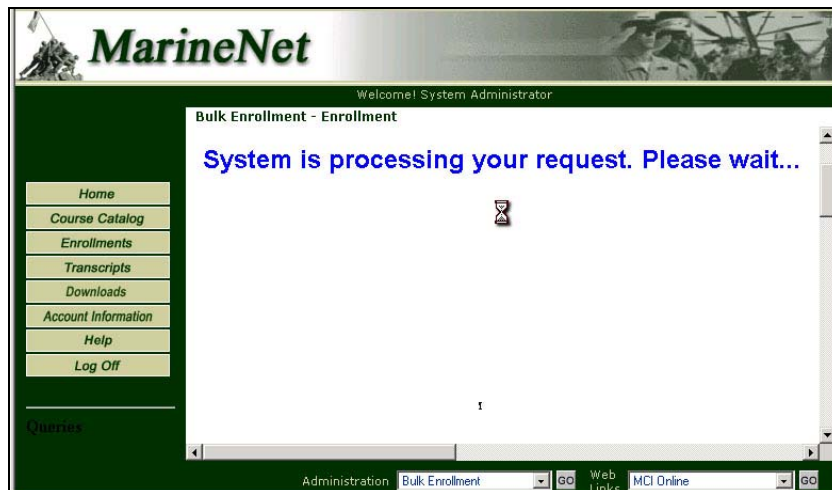
Figure 17. "Processing Request" message

NOTE: This screen can also be displayed in other areas that need extensive processing time, i.e. Student Search or Course Search.

After enrollment is processed, confirmation message should be displayed, saying something similar to:
>*"Thank you. Bulk Enrollment in COURSE_CODE (COURSE_NAME)*
>*was successfully processed:*
> *810 students were selected for Bulk Enrollment.*
>   *800 Students Accepted*
>   *10 Students Already Enrolled*

To view Bulk Enrollment details, click Action "Bulk Enrollment Details"
(The new window will open. In this window:
*   - to print Bulk Enrollment details, select "File => Print".*
*   - to save Bulk Enrollment details, select "File => Save As")*

To bulk enroll different students, click Action "New Bulk Enrollment"
To bulk enroll the same students in different Course, click Action "Select Another Course"
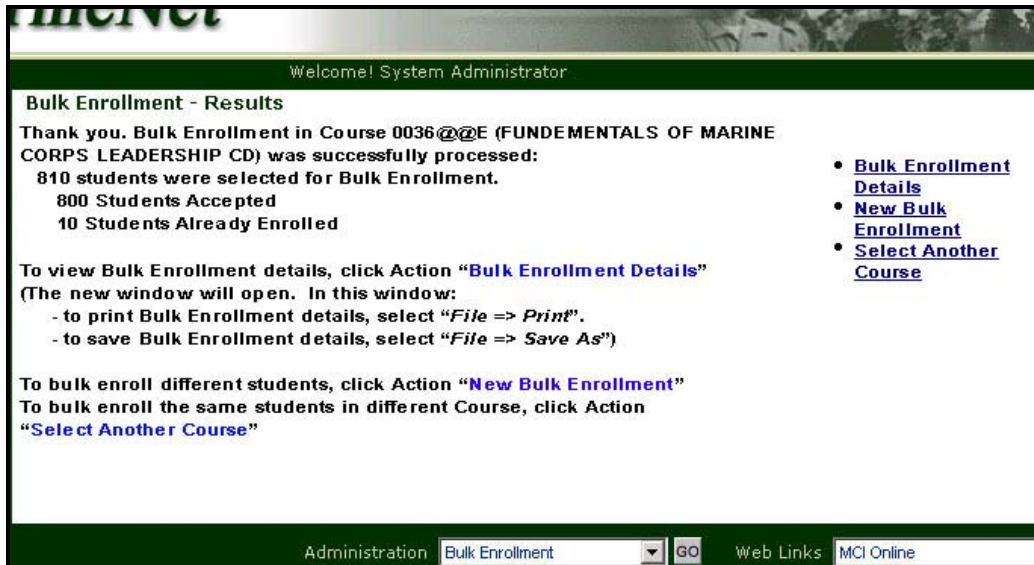
Figure 18. "Bulk Enrollment - Results" Screen

To bulk enroll different students, the TM clicks Action hyperlink "New Bulk Enrollment". To bulk enroll the same students in different Course, the TM clicks Action hyperlink "Select Another Course".

When the TM clicks Action hyperlink "Bulk Enrollment Details", the new window pop-up window will open. In this window the text file will be displayed that contains list of enrolled students and students who were already enrolled.
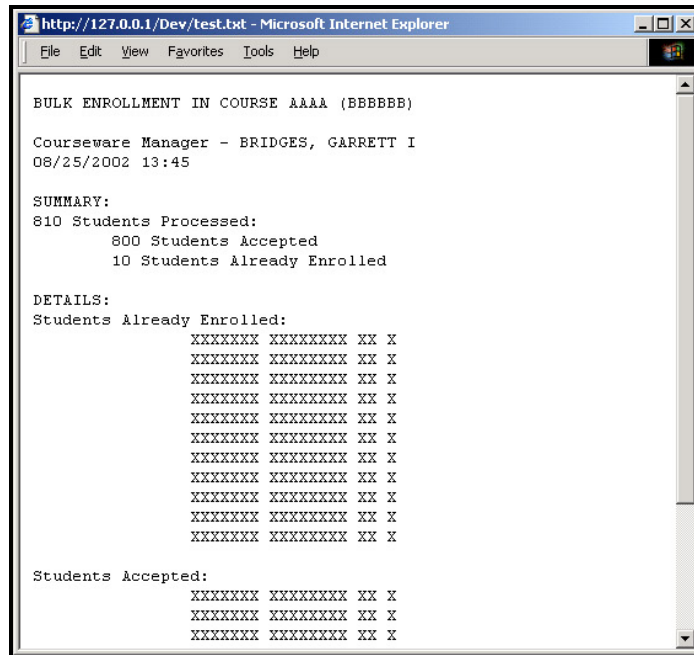
Figure 19. "Bulk Enrollment Details" window

To print Bulk Enrollment details, the TM selects "File => Print" from the browser menu. To save Bulk Enrollment details, the TM selects "File => Save As" from the browser menu.
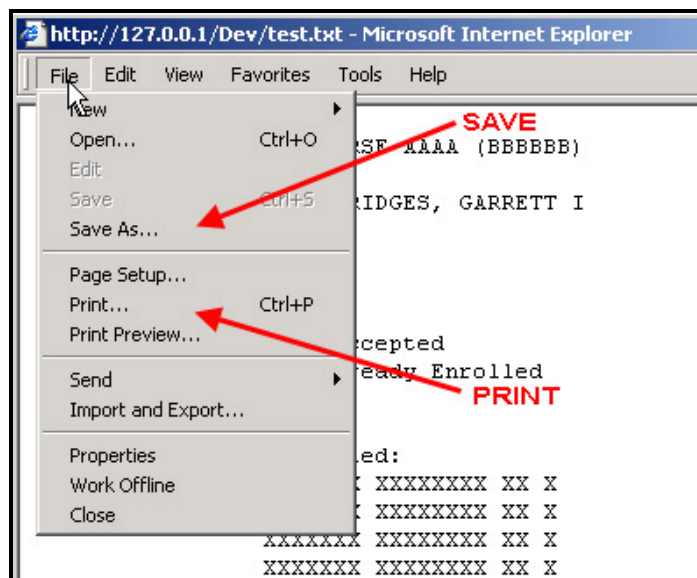
Figure 20. Saving or Printing Bulk Enrollment Details

5. TM Enrollment Management

DESCRIPTION:

TMs have the ability to review the enrollments and transcripts of all students (within their units) from within MarineNet. TMs have the capability of selecting the function from the Administrative Pull-down list on the bottom of MarineNet.

PROCESS STEPS:

Training Managers have the ability to review the enrollments and transcripts for all students (within their units) within MarineNet.
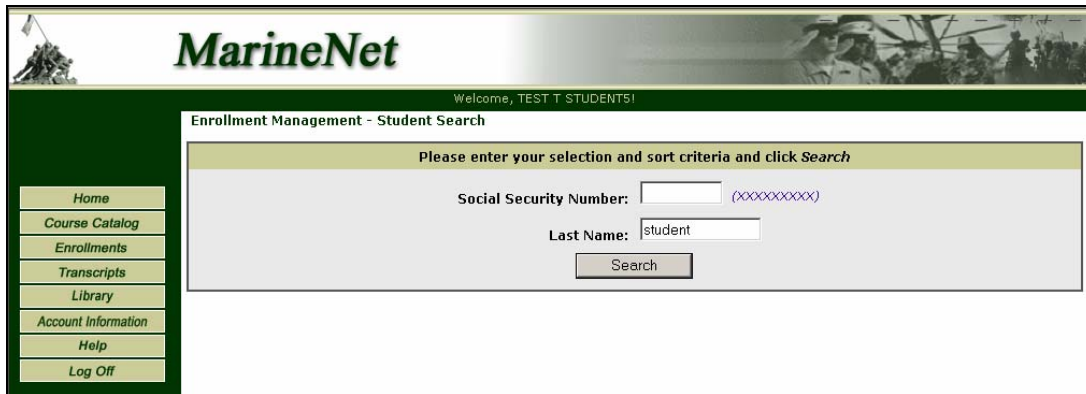
Following are the steps required for the TM to review the enrollments and transcripts of all employees (within their units):

- Login as TM to MarineNet.
- Select "Enrollment Mgmt" from the Administrator Pull-down list (see Figure 21) :

Figure 21. Select "Enrollment Management"

- Click on "Go" button next to the Administrator Pull-down list.
- Search screen will be displayed with the following criteria
    - Social Security Number
    - Last Name
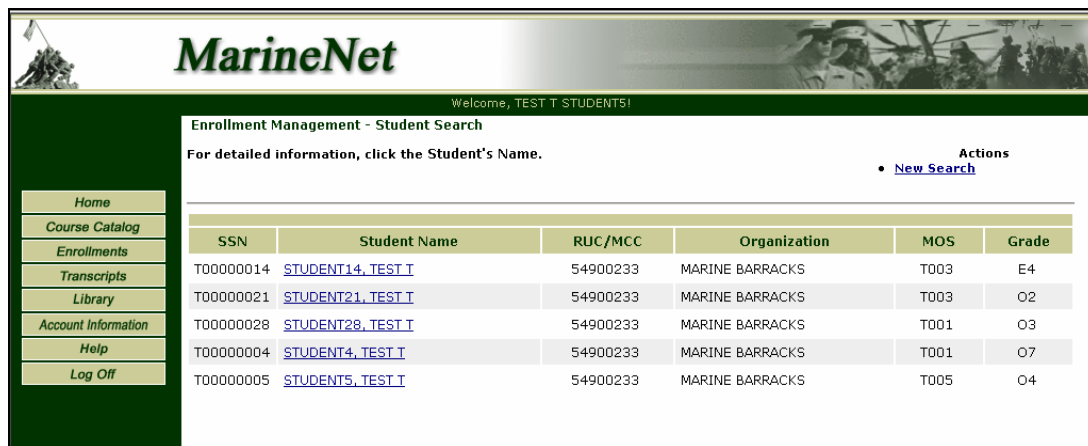
Figure 22. User Account Search

- Enter the required criteria and click on the "Search" button.
- SSN will be displayed as a masked field.
- If there are no search criteria, search will display all the students' information.
- Search criteria provided will be case insensitive.
- Search will result in list of employee accounts that fulfill the criteria (see Figure 23) :

Figure 23. Search Results

- Click on the Student's Name hyperlink to get the View Enrollments/Transcripts screen.
- View Enrollments/Transcripts screen will display the following items (see Figure 24) :
    - o   View Enrollments
    - o   View Transcripts
    - o   Enroll in a course
- Click on View Enrollments option to get the View Enrollments Screen
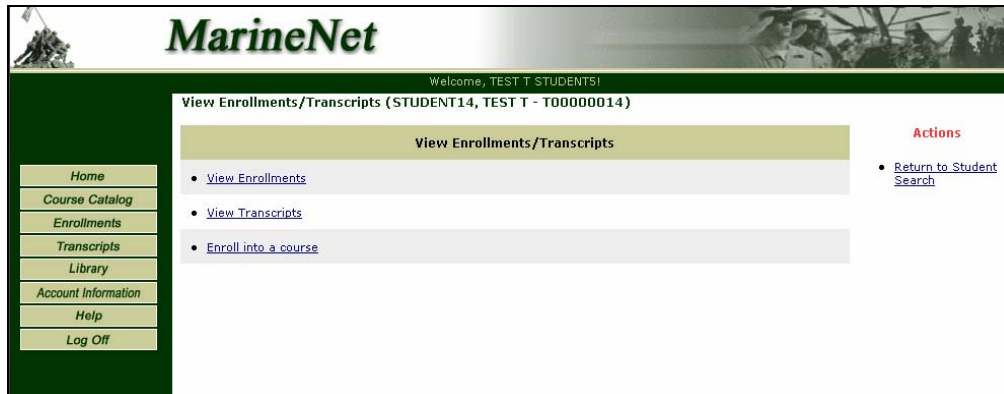
Figure 24. View Enrollments/Transcipts screen

View Enrollments screen will display the following columns (see Figure 25):
- o Course code
- o Course title
- o Request date
- o Enrollment status
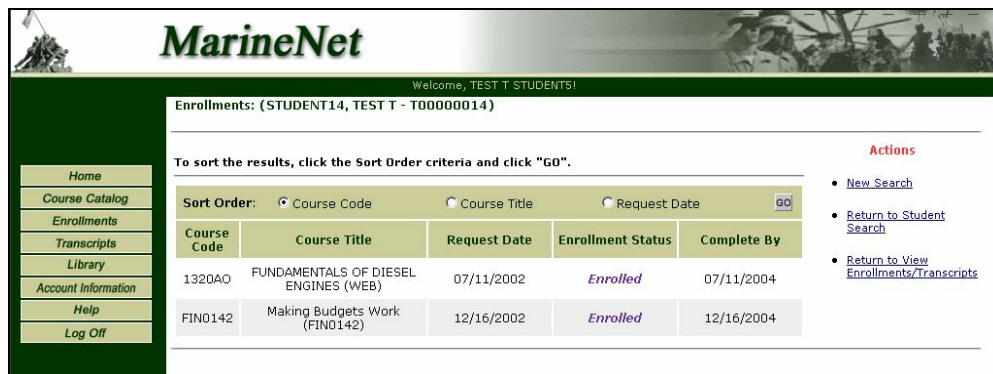
Figure 25. Example of Enrollments screen

- Click on "Return to View Enrollments/ Transcripts" hyperlink to get the View Enrollments/Transcripts screen

Click on View Transcripts option to get the View Transcripts Screen (see Figure 26):
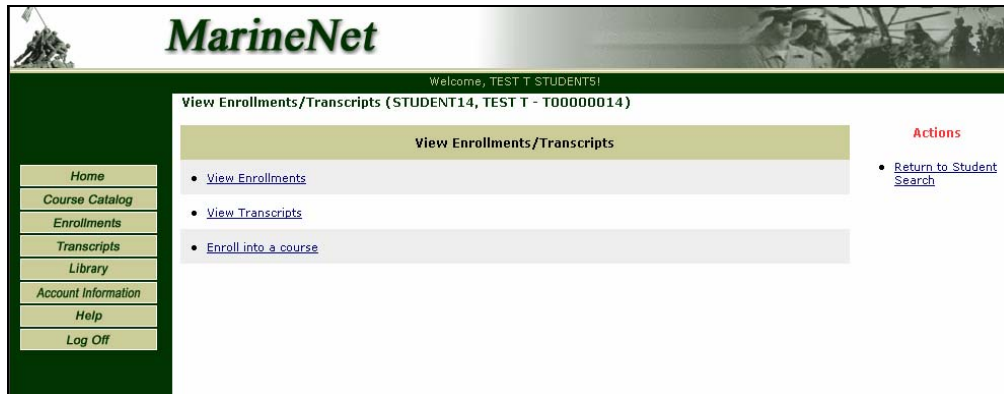
Figure 26. Select "View Transcripts"

- View Transcripts screen will display the following columns (see Figure 27) :
  - o Course code
  - o Course title
  - o History status
  - o Completion date
  - o Grade
- Click on "Return to View Enrollments/Transcripts" hyperlink to get the View Enrollments/Transcripts screen
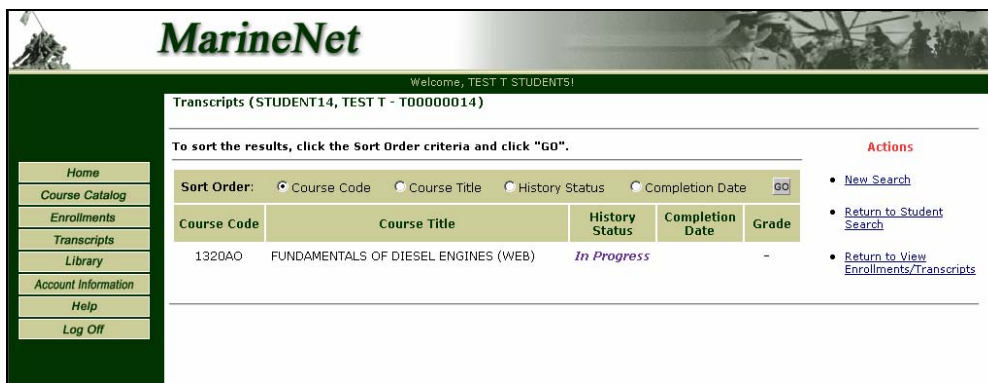
Figure 27. View Transcripts

- Click on "Enroll into a Course" to get the Enroll User – Course Search screen (see Figure 28):
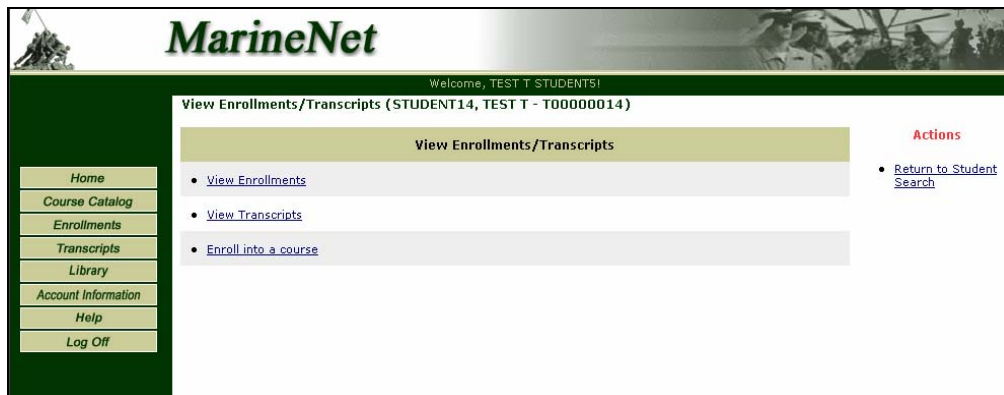
Figure 28. Enroll in a Course

Search screen will display the following criteria (see Figure 29):
- o Course Number
- o Course Name/title
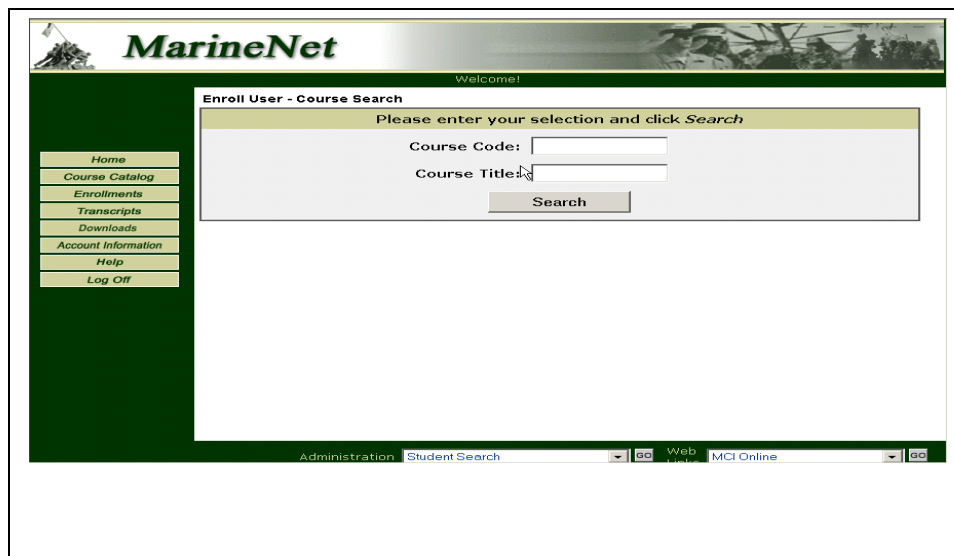
Figure 29. Enroll User - Course Search

- Enter the required criteria and click on the "Search" button.

- Search will result in list of Course titles that fulfill the criteria.
- Click on the Course Name/Title hyperlink to get the Enroll Student screen (see Figure 30)
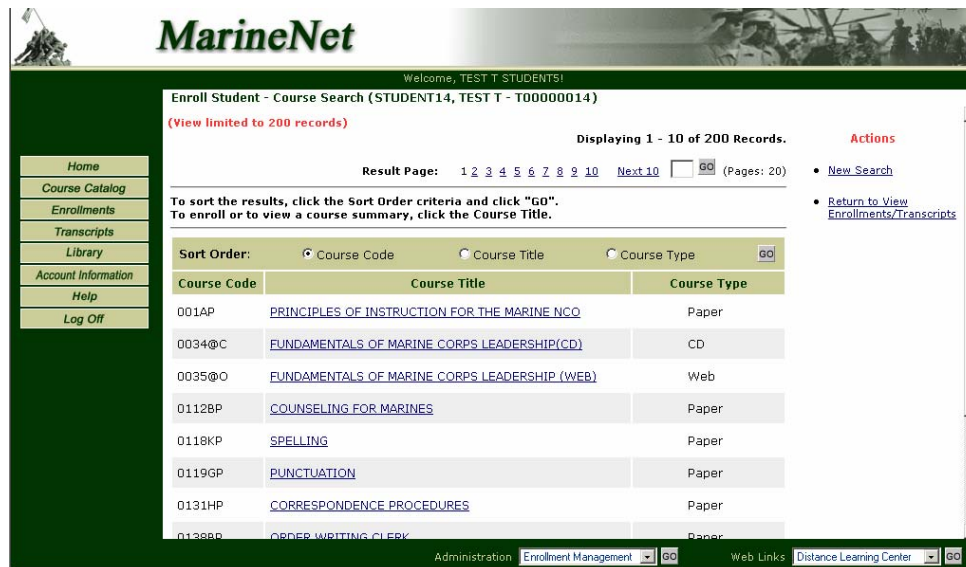
Figure 30. Search Results

- The Enroll Student screen will display the following details (see Figure 31):
    I. Course summary Information :
        o Course code
        o Course title
        o Credit hours
        o Course status
        o Access level
        o Prerequisites
        o Course description
        o Designed for
        o Study hours
        o Ace credits
    II. Actions
        o Enroll in course
        o Return to Course Summary screen

    o In Actions, click on "Enroll in Course" to enroll the student in the course selected.

Figure 31. Course Summary

- A confirmation screen will be displayed as seen in Figure 32.

Figure 32. Enrollment Confirmation Screen

- A message will be displayed to the TM after enrollment is complete (see Figure 33):
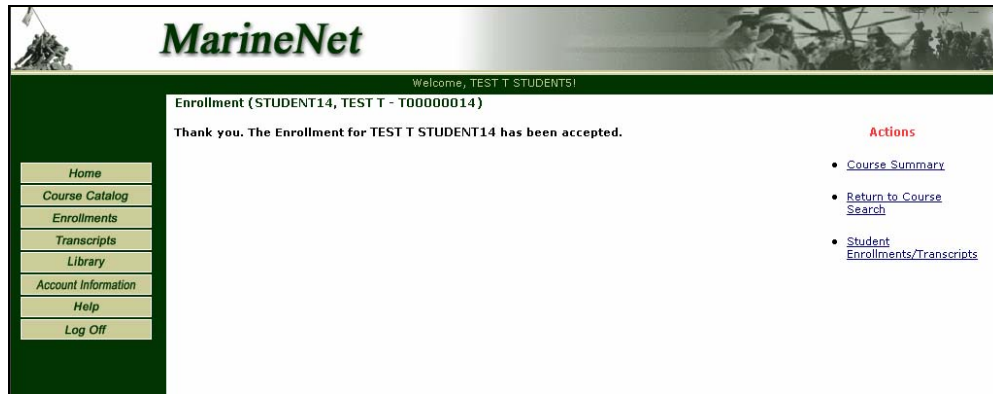
Figure 33. Enrollment is Complete

- Click on "Return to View Enrollments/ Transcripts" to go to "View Enrollments/Transcripts Screen"

- Click on "Course Summary to enter new search criteria for the courses.

6. TM Proctor Password Search

DESCRIPTION:

TMs have the ability to query the system to find the password for an End of Course (EOC) test by searching by a course number or course name/title.

PROCESS STEPS:

Training Managers have the ability to find the password for an EOC test associated to a course. The TM will be provided with a search ability either by course code or course name/title.

Following are the steps required for the TM to query the passwords associated with a course:

- Login as TM to MarineNet.
- Select "Proctor Password Search" from the Administrator Pull-down list (see Figure 34):

Figure 34. Select "Proctor Password Search"

- Click on "Go" button next to the Administrator Pull-down list.
- Search screen will be displayed with the following criteria (see Figure 35):
  - o Course Code
  - o Course Name/Title
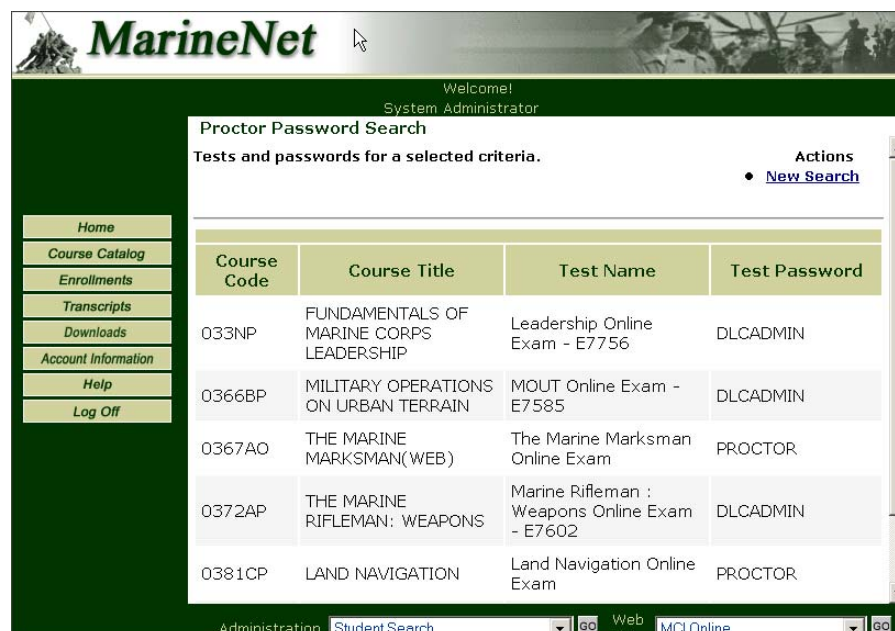
Figure 35. Proctor Password Search

- Enter the required criteria and click on the "Search" button.
- If there is no input, the search will display information on all tests.
- Search on Course Name/Title will display all the courses containing the search string.
- Search inputs will be case insensitive.

Figure 36. Proctor Password Search Results

- Proctor Password screen will be displayed with the following fields:
  - Course Code
  - Course Title
  - Test Name
  - Test Password
- If the TM wants to search, based on different criteria, click on "New Search" under "Actions" to show the Proctor Password Search Screen again.

7. TM Web Reporting Tool

DESCRIPTION:

TMs have the ability to generate preformatted reports for the students within their RUC/MCC (organization) from within MarineNet. TMs have the capability of selecting the Reports function from the Administrator Pull-down List on the bottom of MarineNet. Once a report is selected, the TM will be provided a filter/search page allowing the TM to isolate particular users or courses.

PROCESS STEPS:

Following are the steps required to access the Web Report Tool from MarineNet

- Login as TM to MarineNet
- Select "Web Report Tool" from the Administration Pull-down list.
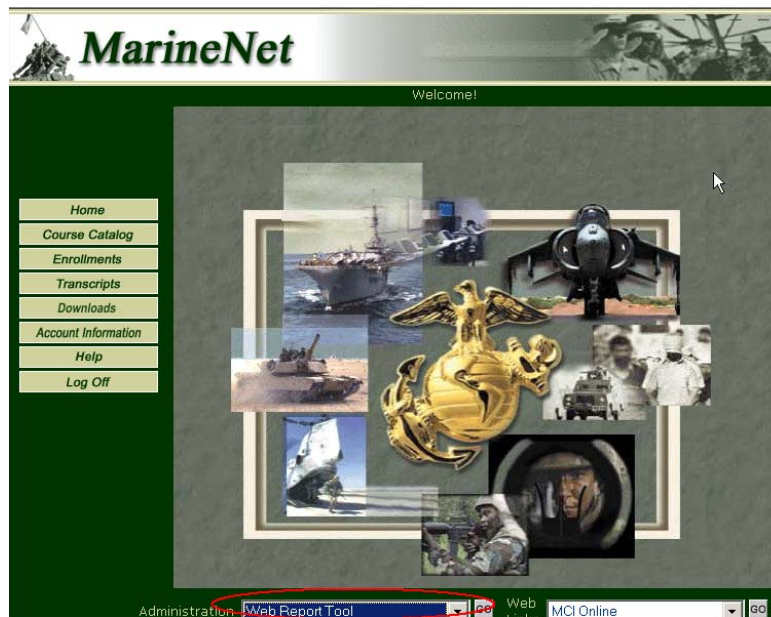

Figure 37. Select 'Web Report Tool"

- The "Web Report Tool" screen will be displayed (see Figure 38):

Figure 38. Web Report Tool Screen

- The TM can select the required report from the 'Select Report' list.

The following TM Reports are available in the Reports list:

- Custom Report - Enrollments
- Custom Report - Transcripts
- Group Completion Report
- Group Disenrollment Report
- Group Enrollment Report
- Individual Enrollment Report

Figure 39. Selecting a Report

Once a report is selected from the drop-down menu, the report can be run with default parameters by selecting Generate Report. Reports can be further customized by modifying the Header/Footer Section, applying filters in the Filter Section, or changing the sort order. Clicking the links under Actions on the right side of the screen displays the following (see Figure 40):

Figure 40. Filter and Sort Sections Displayed

To run a Group Enrollment Report displaying only students who have enrolled in Terrorism Report, complete the following steps:

- Select 'Group Enrollment Report' from the drop down menu and display the display the Filter Section.
- In the Report Fields, select 'Course Title'
- Select 'Like' from the Filter drop down
- Select the magnifying glass next to Value

See Figure 41:
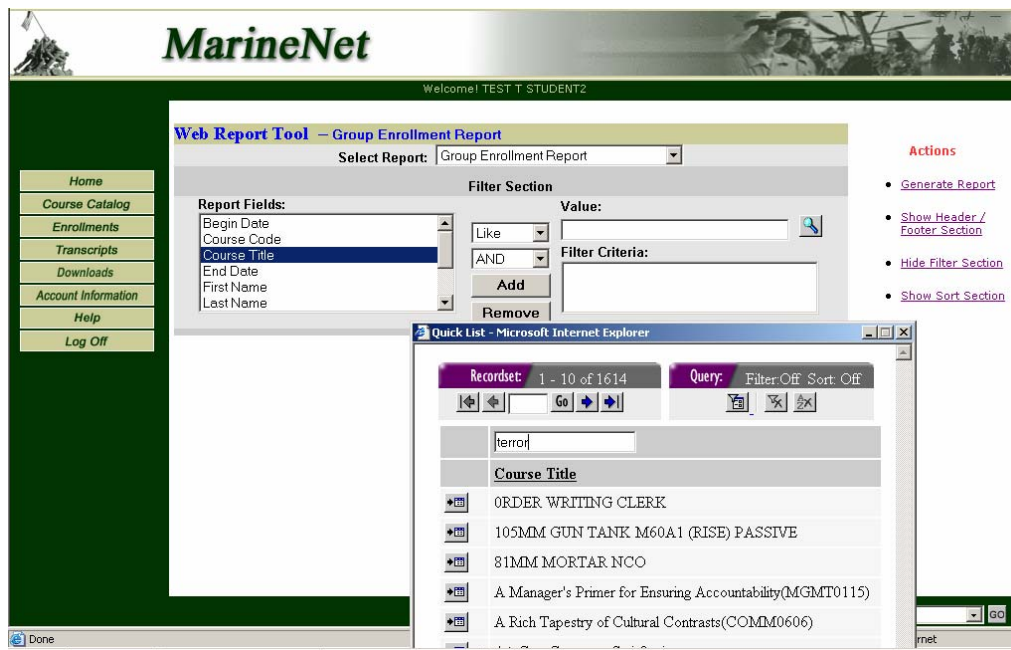
Figure 41. Group Enrollment Report

- Search on the word 'terror' to find courses that start with this word.
- Select the appropriate course and accept results
- Select 'Add' to fill in Filter Criteria

See Figure 42:

Figure 42. Filter Criteria Added

At this point, select 'Generate Report' to run the Group Enrollment Report with the included Filter criteria. A report will be returned that is similar to Figure 43:

Figure 43. Example of Group Enrollment Report

TMs can page through the results by clicking on the right arrow at the top of the screen. Similar filters can be applied to any of the web reports.

Keep in mind that TMs can only report on students who are in their RUC/MUC. Only a System Administrator can run reports on all student accounts on the system.